



CLASS SPECIFICATION FOR:

**CRWP Director**

**General Statement of Duties:**

Directs the Capital Region Workforce Partnership's administration of the Workforce Investment Act (WIA) and related grant programs, with the responsibility for long-range and current program planning, compliance of all grant operations with applicable local, State and Federal rules and regulations, grant preparation and submission, and overall supervision of all CRWP staff; does related work as required.

**Distinguishing Features of Class:**

Directs the work of staff of the CRWP in its support of the Resources Workforce Investment Board (WIB), the Capital Region Consortium of Elected Officials and their committees, sub-committees and workgroups in carrying out the strategic plan initiatives established for the region. Responsible for managing all grants and funds received by the Partnership and for all procurement and contract management required to carry-out the work of any part of the Partnership and for achieving all performance outcomes. Responsible for ensuring full compliance at local, State and Federal levels for all funding sources, especially WIA and OMB circulars' requirements. Works cooperatively with local governments and private industry in planning, funding and the administration of local, State and Federal funds. Receives general administrative guidance from the Deputy County Manager.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Provides expertise necessary to maintain leadership, guidance and technical competency in regional workforce development and independently manage the activities of the CRWP pursuant to agreements between the Consortium and the WIB;
- Coordinates the development, implementation and administration of programs in accordance with awarded funds;
- Manages all programs, fiscal sources, budgets, contracts and data and ensures compliance with all local, County, State and Federal requirements and regulations;
- Supervises all programs and fiscal grant development, implementation and administration;
- Ensures the activities of all program and fiscal staff are in compliance with State and Federal rules and regulations and all reports, documents and/or data requested from Federal, State and local officials concerning the operation of the Partnership programs are provided;
- Acts on behalf of Henrico County, which serves as the grant recipient, fiscal agent and administrative support for the Partnership;
- Ensures compliance with all regulations and policies, particularly the Workforce Investment Act and all fiscal and programmatic accountability, including directing, managing and supervising the preparation of all budgets, procurements, contracts and agreements needed to support and carry-out the work of the WIB/Consortium;
- Directs the development of studies and analysis relative to community employment needs and labor market information;
- Directs the design, funding and implementation, through the use of subcontractors and/or through direct program operations as allowed and appropriate, of employment and training programs supported by other funding sources identified within WIA or other Federal, State and local grants to meet workforce development identified needs, and considers program designs to the WIB for consideration and approval;
- Oversees audits, audits resolutions and ensures compliance within regulatory guidelines;
- Compiles, analyzes, reports and presents a wide variety of complex data related to the funding, programs, services, contracts, performance outcomes and compliance;
- Ensures adequate response to all reports, documents and/or data requested from Federal, State and local officials concerning the operation of the Consortium programs;
- Prepares and gives presentations to regulatory agencies, partners, and a diverse audience of businesses and stakeholders;
- Serves as the Executive Director for the WIB and Chief Administrative Officer for the Consortium;
- Convenes all meetings for the Resources WIB, Capital Region Consortium of Elected Officials and their committees, sub-committees and workgroups;
- Serves as Henrico County's official representative for all local, State and Federal agencies and meetings;
- Establishes and maintains effective collaborative working relationships with staff, program directors, board members, elected officials, county managers, the public, community partners, governmental agencies and workforce system customers;
- Partners with County resources to support department operations;
- Directly supervises work of all Division Supervisors and, indirectly, the entire Partnership staff; ensures compliance of the Partnership's operations and administration with rules, regulations and procedures of Henrico County, which agent serves as designated grant recipient for and administrative support to the Partnership;



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**Examples of Assigned Duties continued:**

- Responsible for the effective supervision of assigned staff including staff schedules, time cards and leave, performance evaluations, prioritizing and assigning work, and other related activities not limited to selection, training, coaching, disciplinary actions and development;
- Evaluates the need to fill vacant positions and recommends changes to allocated positions and operations as needed;
- Performs other duties as assigned.

**Required Knowledge, Skills and Abilities:**

Extensive budget, program and grant management experience, preferably with managing federal grants and programs; extensive knowledge of federal WIA rules and regulations, program designs and funding procedures; excellent demonstrated skills at proper management techniques, including executive level management; extensive knowledge of the needs of the large, diverse community; ability to delegate work and to maintain effective relations with the public, subordinates and local government administrators; ability to direct the design of WIA programs to address the employment needs of federally and locally targeted groups within the Partnership boundaries; excellent critical thinking and analytical skills with ability to research and resolve a wide array of program, funding and community issues with complex regulatory and oversight environments for diverse audiences of stakeholders; ability to effectively supervise; ability to work effectively with key officials and community leaders; demonstrated sound professional judgment; initiative; ability to promote the programs effectively; ability to present ideas and recommendations clearly and concisely both orally and in writing to diverse audiences; excellent interpersonal skills including the ability to establish and maintain effective working relationships with County officials, employees, the public and all stakeholders and resources; good supervisory skills including good training skills and the ability to effectively manage workloads, events and/or projects and to foster and maintain high morale and engagement; ability to effectively manage own workloads, events and/or projects; ability to develop and maintain complex detailed accurate records, programmatic and financial, and to create regular and special reports; accounting or other financial skills with sufficient ability to develop budget projections and manage expenditures in accordance with County Finance policies and other funding source requirements and manage operations effectively within an approved budget; good knowledge of personal computers, routine business software, and /or automated systems and the ability to enter, retrieve and analyze data; physical condition that permits the activities necessary in performing assigned tasks; personal accountability including teamwork and establishing and maintaining positive relationships with stakeholders, customers and colleagues; excellent customer service skills; tact; and courtesy. Requires ability to work a flexible schedule.

**Minimum Education and Experience:**

Education: Four (4) year degree in human resources management, public or business administration, management or other relevant field;

Experience: Five (5) or more years of broad and progressively responsible experience that demonstrates expert knowledge regarding employment and training issues, workforce development, job training, strategic planning, policy and program development, program evaluation and public-private collaboration; local, State or Federal government experience and at least three (3) years of executive level management experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Additional Requirements:**

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Valid driver's license required.

**SPECIAL CONDITION:**

The continuing existence of positions in this classification is subject to and contingent upon 100% funding level provided by the federal government through the Workforce Investment Act (WIA) and/or other non-County funding source(s).